

INSTRUCTIONS FOR SUBMITTING YOUR ELCP RENEWAL FY2006 APPLICATION PACKAGE

PART I - ADMINISTRATIVE INFORMATION

- Complete all information
- Sign and Date

PART II - PERSONNEL

- If the names listed on the enclosed personnel sheet are correct, there are no changes to the listed names, and the list is complete, you need only sign and date the sheet and submit as your Part II.
- **If the names listed are not correct or the list is not complete, Part II must be completed. All required educational, employment and training information; and documentary evidence in support of education, training and experience (transcripts, training course certificates, resumes, etc.) must be submitted.**
- A Part II for ELCP and Primary NELAP applications or a signed and dated personnel sheet must be submitted.
- Documentary evidence is not required for laboratories seeking **only** secondary NELAP accreditation but the lead technical director, technical director(s) and QA officer must be listed on Part II and submitted.

PART III – ANALYTICAL TESTING PARAMETERS

- **This year a blank copy of Part III has not been included in the application package.** If your company wishes to make additions to its current certification status, a full Part III (or just the needed pages) can be downloaded from our WEB site at <http://www.nj.gov/dep/oqa/labcert.html>. If you do not have access to the site you may request a copy of Part III by contacting OQA at (609) 292-3950.
 - 1) Enter an “A” for parameters your company has chose to add under the status section, and **circle the approved method** that your company will use for each indicated parameter under the “Approved Method” section.
 - 2) Submit only the pages on which your company has entered information.

ANNUAL CERTIFIED PARAMETER LIST AND CURRENT STATUS

- It is important to review each page of this section. This part of the application represents your company's laboratory status as of 02/11/05 as entered in the ELCP's database.
- If you wish to drop a parameter, please enter a “D” next to the parameter you wish to drop.
- If you agree with the information given here (including any dropped entries, if made) you need only sign and date the last page and submit as your Part III.
- **NELAP laboratories must include the current Scope of Accreditation Analyte List from their Primary Accrediting Authority and a Part III that has been properly coded (see NELAP Laboratory Application section on the next page).**

NELAP LABORATORY APPLICATION

- For parameters where **secondary** accreditation is sought, enter the following information under the **NELAP ID** section on Part III:

Enter the two letter code for the Primary State and the page and line number of the corresponding parameter and method that are listed on your Primary's **Scope of Accreditation Analyte List** - (e.g. FL-p4-15, which means that Florida is the Primary Accrediting Authority, the parameter is on Page 4, Line 15 of the Primary's **Scope of Accreditation Analyte List**. Page #'s and line #'s may have to be added to the **Scope of Accreditation Analyte List** by the laboratory.

DISCREPANCY FORM

- Please use this form to note any differences between your company's records and the information given on the enclosed Part III section titled **Annual Certified Parameter List and Current Status**. Please attach all supporting documentation for each notation to the completed "Discrepancy Form." Supporting documentation should include, but is not limited to; Laboratory ID Number, parameter(s), approved method number(s), and prior correspondence.

INVOICE FOR ANNUAL FEE PAYMENT

- This year it will be necessary for laboratories to send their payment (payable to the "Treasurer-State of New Jersey") and bottom portion of the invoice separate from the application package, to the following address:

NJ Department of Treasury
Division of Revenue
PO Box 417
Trenton, NJ 08625-0417

- A check or money order and the bottom portion of the invoice must be included with your payment. Please refer to the enclosed invoice and fee schedule to confirm the total amount of your company's laboratory fee. **The fee amount on the enclosed invoice was determined based on the information currently in the ELCP's database. If your company is changing its certification status or if there are discrepancies between the Annual Certified Parameter List and Current Status form and your company's records, the amount on the invoice may need to be recalculated.** When recalculating fees please refer to the enclosed fee schedule (N.J.A.C. 7:18, Regulations Governing the Certification of Laboratories and Environmental Measurements, Section 2.9). Please note that there are several combination fee categories that may apply.
- The application package and all the required documents (Parts I, II, III and/or an Annual Certified Parameter List and Current Status in place of Part III, discrepancy form (if needed) and required documents) shall be sent to the following address:

NJ Department of Environmental Protection
Office of Quality Assurance
9 Ewing Street, 2nd Floor
PO Box 424

Trenton, NJ 08625-0424